



STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
April 24, 2002

ATTENDEES:	Jill Hansen, Chair Person	Jearl Regan	Bob Meinhardt
	Brenda Dillane	Dan Steidley	Maj. Tom Smith
	Gerry Wethington	Jim Roggero	Keith Crumley
	Rex Peterson	Tim Dwyer	Russell Helm
	Debbie Tedeschi	Darla Rutledge	Dennis Bax
	Ron Thomas	Cathy Reinkemeyer	Kim Potzmann
	Jan Grecian	Cliff Gronauer	Jim Long
	Barb Kiso	Tom Stokes	Paul Wright
	Gail Wekenborg	Chris Wilkerson	Gina Hodge
	Tony Wening	Brenda Wilde	Tom Robbins
	Jeff Falter	Dean Williams	Karen Boeger
	Scott Peters		

PRESENTATIONS

Missouri IT Recognition Award – DOLIR Internet Claim Filing System Team -- Jill Hansen / Jan Grecian

Jill described the IT Recognition Award and the DOLIR team that was selected to receive the award. Marilyn Hutcherson explained what the DOLIR team had achieved. Awards were presented to the twenty-six recipients.

Electronic Records Grant Presentation - Mary-Ellyn Strauser

Mary Ellyn discussed and described Electronic Records. Mary Ellyn and the Secretary or State's Office is wanting ITAB members to help them in applying for a NHPRC Grant. Mary Ellyn is asking ITAB to send information or write a letter for Mike Reynolds, the Commissioner. A Motion was made to support the grant by Jim Roggero, Paul Wright seconded. Motion passed. Jill will write a letter of support.

MOTEC CAP Presentation - Gina Hodge

Gina distributed a hand-out and presented the Cost Allocation Plan for MOTEC. Tom Robbins discussed the goals for FY02. Gina discussed goals for FY03. Motion to approve the MOTEC CAP, was made by Gina Hodge, Jim Weber seconded. Motion passed.

Missouri Results Initiative (MRI) Presentation - Ken Miller

Ken Miller gave a presentation of the function of MRI. Ken passed out a "How Are We Doing" quiz and asked everyone to participate. The quiz is a way to show what we are expecting in State Government. Ken talked of the Governor's vision for the State and gave the equation "innovative policy and performance improvement." MRI is about continuing innovative policy and adding to performance improvement. Ken explained that they have started by working with very few departments. Ken described and discussed how we can make state government better and how state government can benefit the citizens of Missouri. Jim Roggero and Jim Weber discussed how state agencies are having difficulty in achieving results because of the current state budget situation and the lack of understanding and knowledge with state legislators. The Governor' push for the next year is meeting with agency directors and discussing "what is your strategic plan;" "what are your outcomes;" etc.

There was much discussion from various ITAB members on the problems state agencies are facing and the difficulties they are working with.

NSR Architecture Presentation - Barry Vansant

Bob Meinhardt talked about the architecture manual and introduced the National Systems and Research Team. NSR demonstrated a Power-point presentation describing and explaining the architecture manual, how it is put together, and how it will help educate those persons working with architecture. The Manual will be available on the internet soon, and ITAB members are asked to look it over before the May ITAB meeting.

Gerry briefly discussed the architecture effort and how it will work moving ahead with other state and federal agencies/offices.

ACTION ITEMS

1. Approval of the March 20th, 2002, Information Technology Advisory Board Meeting Minutes

GENERAL BUSINESS

1. CIO Update (Gerry Wethington)

- Governor's Cabinet Report - Gerry is going to start giving Cabinet Report at future ITAB meetings.
- Computer's Plus - More customers have expressed good service than poor service. Gerry suggested using the system to report and document any bad service.
- E-government Contract Award - Award was made on April 15 to IBM. Gerry complimented various divisions on their hard work. Ron Thomas is the state's project manager. There is some discussion of possibly outsourcing the operation or keeping it internally in the state. Project plan will be available on May 15th.
- Homeland Security Update - Gerry has met with Tim Daniels and Tom Smith to discuss Business Continuity, Disaster Recovery, and Security as to how we can stay coordinated. There was also discussion of networking and communications. There are two environments in which they are concerned regarding GIS and the portal.
- Electronic Payment for Services RFP - The Treasurer's office is still working this.
- Section 508 Accessibility Activity - Will try to conclude by the end of the fiscal year. The contract is on the street and is due back at the end of April.
- Network Consolidation Update - About three weeks ago, an agreement was made to form a core group (steering committee) to discuss network consolidation issues. The group will meet the 2nd Thursday of every month, the first meeting is set up for May 9th. There is still in tack a \$600,000 Decision Item of Federal money to support the effort.
- Business Continuity Update - It was a \$600,000 GR recommendation by Governor, it got moved to \$600,000 Federal money. The senate changed it to \$300,00 GR over 2 years. It will now go to Conference Committee.
- One Stop Projects - Continue to meet with TBI (traumatic brain injury) group. Trying to put together an application that can be used with E-government. They can collect information that can be shifted to other participants. Begin to put together E-Government Data Dictionary, and understand what corporate data is. Put together a two page white paper on Registering a Business and Commercial One Stop.
- Justice and AAMVA Standards Update - Continue to move at a good pace. Jim Roggero is doing an excellent job of facilitating the Justice Data Dictionary and the AAMVA Data Dictionary. Justice data dictionary is about ready to be published and anyone who deals with justice should be interested. Minnesota, Iowa and Wisconsin along with the FBI have a joint project underway to look at 1500 data attributes that cover the entire justice spectrum. EPA is working with Global Group and could have an impact.
- GIS, MAGIC, NSGIC and NASCIO Project - Got word two weeks ago that NASCIO has agreed to fund NASCIO's third architecture effort. They would like to roll the GIS program into that effort. Justice will fund our next architecture effort at \$1,250,000.
- OIT Web Site Update - Just about ready and should be up by Monday, April 29th. An e-mail will be sent out giving the members only userid and password and instruction on how to utilize the new site.
- FY03 OIT Budget - Close to finishing the budget. They are trying to pull IT expenses out of SAM II.
- Strategic Plan Meeting - May 16 and 17 at Ike Skelton Center.
- The National Governors Association and Governors Magazine is co-hosting a conference on May 29 - 31 in San Diego, CA. Gerry explained that he was trying to coordinate with the Governor's Office to have the Governor kick off e-government at our next ITAB Meeting and it must take place before he leaves for CA.

2. Miscellaneous Items (Jill Hansen)

- Letters - Jill again asked for letters from departments heads for ITAB members.
- Phone List - Jill is circulating her master copy of the phone directory. Jill asked agencies to look it over and make sure the information is correct. After agencies have verified the information it will be posted on the web.
- Action Items - Jill discussed action items from the April Meeting. One outstanding Action Item: Chris Wilkerson was going to find out how to put specialty codes on employees if they don't have them and how to change a specialty code. Chris said he was waiting on a response from Personnel and as soon as he gets it he will circulate it to ITAB members.

- NASCIO List Serve - Jill asked if anyone responds to NASCIO requests! Gerry looks at all that come in but only about 5% does he forward to anyone within Missouri agencies. It was agreed that Gerry would forward ones that we should respond to the appropriate people. He also asked if anyone responds to copy him so he knows.
- Visiting Directors - Jill indicated that she will be visiting with other agency directors to discuss ways to help and learn where they are going. She will possibly start in June and Gail will attend with Jill.
- Charters - Jill asked for final copies of charters of all groups.

3. Architecture Review Committee Update (Jim Weber/Bob Meinhardt)

Jim Weber indicated that they had covered most items with the presentation of NSR today. Jim also mentioned that the Architecture Review Committee needed a new member to replace Ron Welschmeyer, who is retiring.

4. Distance Learning Update (LTC Tom Smith)

Col. Smith announced that on the Content Identification side they are working with the Coordinated Board for Higher Education. A Data Version of a website to identify what content and courses are available statewide. Cost of Living is complete with a web capability to project the cost avoidance associated with VPC. LTC has come up draft guidelines for Content Development that agencies can look over. Those guidelines will be available at the next meeting. Col. Smith, indicated that they would like 15 minutes at May ITAB Meeting for presentation.

5. Project Management Committee Update (Jim Roggero/Tom Stokes)

Jim Roggero thanked Tom Stokes for his work with Project Management. Tom distributed Project Management plaques to agencies who had personnel attend Project Management sessions. Jim Roggero indicated that Project Management would have a meeting on May 13th and May 15th. Jim asked that agencies allow there employees time off work to attend those meetings.

6. Performance Measures (Cliff Gronauer/Tom Stokes)

The committee did meet about a week ago. A data document was developed about a year ago and contained the information that was needed. An agency number or project number may need to be added to identify the phases of the project. They will try to get the document on-line for ease of use. Paul Wright has established an excel database in line with that document that they may utilize.

7. Total Cost of Ownership (Dennis Bax/Jan Grecian)

Did not meet last month.

8. Risk Management (Scott Peters/Tom Stokes)

Have not had a recent meeting but hope to soon.

9. Project Oversight (Gail Wekenborg/Debbie Tedeschi)

The committee met early in April. Hope to have NSR at meeting to help. Ron Welchemeyer will be retiring and they are looking for another committee member.

10. Internet/MOREnet Update (Tony Wening)

Tony is keeping track of the 15mg connection between the MOREnet infrastructure and the MAN and it is running at 50% consistently, which leaves about 24 – 25 mb for usage. New website will be up and available Monday, April 29th.

11. Statewide Purchasing Update (Karen Boeger)

Jill reported for Karen. She handed out the contract listing for members to review.

12. Personnel Committee Update (Chris Wilkerson/Jan Grecian)

Chris talked about the CIT positions. He stated one agency requested that 23 Research Analyst I, II, and III's be reclassified into CIT positions. Chris explained that they requested to the agency that they choose 1 of those 23 to be reclassified and then they will decide what to do with the other 22. Chris stated that he would like to make a decision on the issue at the May Personnel Committee Meeting.

13. MOTEC Update (Gina Hodge/Jim Weber)

Report was given earlier in the session during the MOTEC CAP presentation.

14. Security Committee Update (Rex Peterson/Bob Meinhardt)

Rex distributed a handout that was developed by a subcommittee of the Security Committee based on a Nation Guard procedure regarding cyber attacks. Col. Tom Smith explained the handout and talked about cyber attacks. Gerry asked who would be the people who would make up the liaison group (R.D. Porter, Chip Buyer) Gerry stated

that the group needed to have 3 to 5 people on the liaison committee. They would then address this document. Rex needs an email or letter identifying whom from your agency will be on the Security Committee and their alternate.

15. Technology Services Update (Gail Wekenborg)

Ron Thomas reported for Gail. He handed out a handout regarding the recent porno mail that various state employees are receiving. Currently the Data Center is not filtering, however they are investigating with MOREnet the possibility of doing so. They are asking you to report if you receive any of this type of mail. There will be an SDC Steering Committee on May 23, Rm. 493.

16. HIPAA Committee Update (Gary Lyndaker/Rex Peterson/Bob Meinhardt)

No report.

17. Sam II Data Warehouse Users Group Update (Mary Willingham/Debbie Tedeschi)

No Report.

Chris Wilkerson is putting together a white paper on what a SAM II Data Warehouse should be. DNR does not feel SAM II warehouse is a useful warehouse. Jill asked Chris to visit with her to discuss this item.

18. Privacy Committee (Scott Peters/Bob Meinhardt)

No meeting recently, but Associated Press is now working on the language for the privacy legislation.

19. Mentoring (Tim Dwyer/Jane Grecian)

Sub-committee met and looking at eligibility or qualifications to be a mentor. The group will be looking at training and reading requirements to prepare to be a mentor. Working on a sample web site.

OPEN DISCUSSION

Bob Meinhardt, talked of an action from the February meeting. Bob stated that he sent information out to agencies on three open items on the Computer Associates Tool Contract and is waiting on a response from agencies. The open items are inventory of tool products, flex library and site ID.

There was some discussion about the possibility of filtering the internet.

Jill suggested that a committee be formed (Jill, Rex, Rich Beckwith, Jearl Rehagen, Tom Smith and Chris Wilkerson) to look at internet use in the state.

REVIEW OF ACTION ITEMS

- Gerry will be sending a document out regarding Commercial One Stop
- Jim Weber information on registering a business.
- ITAB Directory will be distributed at the next meeting and posted to the web.
- Chris Wilkerson will distribute information on specialty codes.
- Security liaison group will be formed and they will look at the infocon document.
- Letters sent to Rex for security members.
- Chris will send white paper to Mary on the SAMII Report Issue.
- Form committee on Internet.
- Official Charters sent to Jill.
- New website available and passwords and ID's distributed.

NEXT MEETING

1. The next ITAB Meeting is an all day meeting, scheduled for **May 22, 2002 at the Governor Office Building Room 450, 200 Madison Street.**

JH/bd

Representatives of the news media may obtain copies of this notice by contacting:

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